

FILED

SEP 12 2018

## SPECIAL ORDINANCE NO. 14, 2018

CITY CLERK

AN ORDINANCE SETTING THE MAXIMUM SALARIES OF ALL EMPLOYEES OF THE CITY OF TERRE HAUTE, INDIANA, EXCEPTING SOME MEMBERS OF THE TERRE HAUTE FIRE DEPARTMENT, THE TERRE HAUTE POLICE DEPARTMENT, THE TERRE HAUTE STREET DEPARTMENT, THE TERRE HAUTE CEMETERY DEPARTMENT, THE TERRE HAUTE WASTEWATER UTILITY, THE TERRE HAUTE TRANSPORTATION UTILITY, THE TERRE HAUTE PARK AND RECREATION DEPARTMENT, AND EXCLUDING ELECTED OFFICIALS AND IN SOME INSTANCES ESTABLISHING CERTAIN BENEFITS FOR THE ABOVE MENTIONED INCLUDED EMPLOYEES, EFFECTIVE JANUARY 1, 2019.

BE IT ORDAINED by the Common Council of the City of Terre Haute:

SECTION 1. Commencing January 1, 2019, the following salary schedule, not to exceed the amounts listed, shall be in full force and effect for the designated Municipal Employees of the City of Terre Haute by Department, as follows:

DEPARTMENT/POSITION	AMOUNT
<b>MAYOR'S OFFICE:</b>	
Administrative Assistants	2 @ \$ 35,813 \$ 71,626
<b>CONTROLLER'S OFFICE:</b>	
Controller	\$ 73,949
Deputy Controller	\$ 60,000
Senior Financial Analyst	\$ 55,689
Office Manager	\$ 39,140
Payroll Manager	\$ 38,672
Financial Analyst	\$ 37,125
Accounts Payable Specialist	\$ 37,125
<b>HUMAN RELATIONS</b>	
Human Relations Director	\$ 46,405
<b>CITY CLERK'S OFFICE:</b>	
Deputy Clerk/Administrative Assistant to City Council	\$ 42,593
Deputy Clerk	6 @ \$33,584 \$201,504

**CITY JUDGE'S OFFICE:**

Court Reporter		\$ 33,584
Bailiff		\$ 33,584
Temp. Salaries/Pro Tempore		\$ 1,100

**LEGAL OFFICE:**

City Attorney		\$ 61,800
Paralegal		\$ 54,382
Human Resources Director		\$ 54,142
Human Resources / Legal Administrator		\$ 51,028
Secretary (Part-time)		\$ 15,450

**CITY HALL MAINTENANCE:**

Maintenance		\$ 30,939
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**ENGINEERING DEPARTMENT:**

City Engineer		\$ 81,494
Assistant City Engineer		\$ 72,293
Lead Inspector		\$ 49,503
Urban Forester		\$ 54,590
Electrical Inspector		\$ 25,750
Housing Inspector	2 @ \$ 37,125	\$ 74,250
Office Manager		\$ 35,226
Facilities Manager		\$ 52,823
Project Coordinator		\$ 47,995

**ENGINEERING NON-REVERTING:**

Staff Engineer Level II		\$ 61,181
Director of Asset Management		\$ 58,783
Director of Inspection		\$ 58,783
Transportation Infrastructure Manager		\$ 47,955
Engineering Aide Level III	3 @ \$ 37,125	\$111,375
Staff Engineer Level II / GIS Coordinator		\$ 61,181

**STREET DEPARTMENT – SIGNAL DIVISION:**

Traffic Signal Division Supervisor		\$ 51,047
Traffic Signal Technicians		\$ 38,672

**STREET DEPARTMENT – MVH:**

Transportation Director		\$ 65,196
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**FIRE DEPARTMENT - CIVILIANS:**

Secretary	2 @ \$32,485	\$ 64,970
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Fire Merit Board Secretary		\$ 4,686
Fire Merit Board Commissioners	4 @ \$3,186	\$ 12,744
<b>FIRE PENSION:</b>		
Secretary		\$ 8,000
<b>FIRE DEPARTMENT - EMS FUND:</b>		
Mechanic		\$ 47,983
Billing Clerk		\$ 32,485
<b>POLICE DEPARTMENT - CIVILIANS:</b>		
Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 37,090
Environmental Protection Officer	4 @ \$33,997	\$135,989
Clerk/Typist		\$ 32,453
Seasonal Maintenance (Part-time)	not to exceed @ \$12/hr.	\$ 30,000
<b>POLICE PENSION:</b>		
Secretary		\$ 8,000
<b>BOARD OF PUBLIC WORKS &amp; SAFETY:</b>		
Administrator		\$ 40,219
Crossing Guards	@ \$15.00 per day	\$100,000
Board Members	5 @ \$2,400	\$ 12,000
<b>INFORMATION TECHNOLOGY DEPARTMENT:</b>		
Chief Information Officer (CIO)		\$ 68,646
Senior Network/Systems Admin		\$ 52,470
Project Manager/Analyst		\$ 46,406
Technical Support Specialist	2 @ \$ 41,767	\$ 83,534
Network/Systems Administrator	2 @ \$ 46,491	\$ 92,982
Intern		\$ 5,000
<b>BOARD OF ZONING APPEALS:</b>		
Secretary		\$ 2,400
Board Members	4 @ \$750	\$ 3,000
<b>TRANSPORTATION UTILITY:</b>		
Transportation Director		\$ 48,410
Assistant Manager		\$ 38,672
Office Manager		\$ 35,578
Bookkeeper		\$ 34,031
ADA Specialist		\$ 30,938
Custodian		\$ 30,938

Part Time Custodian	1 @ \$10.00 per hour	\$ 17,686
Night Dispatcher	2 @ \$10.89 per hour	\$ 29,905

**WASTEWATER UTILITY:**

Wastewater Utility Director		\$ 75,457
Operations Supervisor		\$ 55,689
Pretreatment Supervisor		\$ 55,689
Safety Coordinator		\$ 65,620
Supervisor – Sewage Billing Collections		\$ 50,470
Lab Technicians	3 \$22.95/hr; 1 @ \$23.80/hr.	\$168,623
Pretreatment Assistant		\$ 44,154
Clerk	3 @ \$30,938	\$ 92,814
Project Analyst		\$ 45,320
Assistant Financial Analyst	4 @ \$35,578	\$142,313
Seasonal Maintenance (part-time)	not to exceed \$14.00/hr.	\$ 26,000
Sanitary Board Commissioners	5 @ \$4,800	\$ 24,000

**CEMETERY DEPARTMENT:**

Foreman		\$ 43,775
Clerk		\$ 30,938
Board of Cemetery Regents	4 @ \$500	\$ 2,000

**PARK & RECREATION DEPARTMENT:**

Superintendent		\$ 72,390
Maintenance Director		\$ 52,530
Assistant Director of Maintenance		\$ 52,530
Golf Course Superintendent		\$ 66,950
Director of Recreation		\$ 41,769
Hulman Links Golf Pro		\$ 41,200
Office Manager		\$ 40,044
Assistant to the Pro/Rea Park		\$ 38,677
Assistant Director of Recreation		\$ 38,672
Curator, Native American Museum		\$ 34,031
Naturalist		\$ 34,031
Accounts Payable Clerk		\$ 32,485
Assistant Superintendent – Hulman Links		\$ 32,485
Secretary		\$ 30,938
Torner Community Center Secretary		\$ 30,938
19 <sup>th</sup> Hole Manager		\$ 29,390
Board Members	4 @ \$900	\$ 3,600
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$15.00/hr.		

SECTION 2. Commencing January 1, 2019, the City of Terre Haute will provide to each department head and full time, permanent employee whose salary is established by this

ordinance health and hospitalization insurance coverage through December 31, 2019. The City will pay seventy percent (70%) of the actual monthly premium.

The payment of the sums contemplated herein to be paid by the employee shall be by means of payroll deduction, through the Office of the City Controller of the City of Terre Haute, as insurance premiums are presently deducted in such office.

SECTION 3. Commencing January 1, 2019, the City of Terre Haute will provide to each department head and full time, permanent employee whose salary is established by this ordinance dental insurance coverage through December 31, 2019. The City will pay seventy percent (70%) of the actual monthly premium.

SECTION 4. The salaries of all municipal employees of the City of Terre Haute shall be fixed on an annual basis, weekly basis, or an hourly basis, as established in this Ordinance, but the salaries shall be paid bi-weekly in a manner determined by the Board of Public Works and Safety.

#### SECTION 5.

##### (A) VACATION DAYS

The following schedule for earning vacation time shall apply to all City employees covered by the City Hall Employees Salary Ordinance:

With less than five (5) years continuous employment with the City, an employee shall earn ten (10) days, earned at the rate of 1/12 per month or fractional part thereof from the first day of employment.

Beginning January 1 in the year during which the employee will attain five (5) years of continuous employment with the City, an employee shall earn fifteen (15) days, earned at the rate of 1/12 per month or fractional part thereof.

Beginning January 1 in the year during which the employee will attain fifteen (15) years of continuous employment with the City, an employee shall earn twenty (20) days, earned at the rate of 1/12 per month or fractional part thereof.

Beginning on the first date of employment, department heads shall earn fifteen (15) days, earned at the rate of 1/12 per month of fractional part thereof, and shall not earn additional days until January 1 of the year in which the department head shall attain fifteen (15) years of continuous employment as a department head, as set forth for all employees.

An employee may accumulate a maximum of thirty (30) vacation/personal days. At no time shall an employee's combined total of accrued vacation and personal time exceed thirty (30) days.

Upon termination, the administration shall calculate the number of days earned in the calendar year of the termination and the number of days taken during the calendar year of the termination; shall calculate any accumulated days; and shall adjust the employee's final wages accordingly.

**(B) PERSONAL DAYS**

Municipal employees of the City of Terre Haute covered by the City Hall employees Salary Ordinance shall earn four (4) paid personal leave days per year, earned at the rate of one (1) personal day per quarter.

**(C) SICK DAYS**

Municipal employees of the City of Terre Haute covered by the City Hall Employees Salary Ordinance shall earn eight (8) sick days per year earned at the rate of 1/12 per month or fractional part thereof from the first day of employment. Employees may accumulate a maximum of forty-five (45) sick days which shall carry over from year to year. Upon termination, unused sick days are lost.

Sick leave may be taken as required by illness or injury. In the event an employee is absent in excess of three (3) consecutive scheduled working days for any medical reason, the employee must furnish notification from his/her physician to his/her department head as proof of illness and as a release to return to work.

**(D) HOLIDAYS**

The following holidays shall be recognized as paid holidays:

New Year's Day	January 1, 2019
Martin Luther King Jr.	January 21, 2019
President's Day	February 18, 2019
Good Friday	April 19, 2019
Election Day	May 7, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Columbus Day	October 14, 2019
Election Day	November 5, 2019
Veteran's Day	November 11, 2019
Thanksgiving	November 28, 2019
Day after Thanksgiving	November 29, 2019
Christmas Holiday	December 23-25, 2019

SECTION 6. Commencing January 1, 2019, the City of Terre Haute will provide to each benefit eligible employee, whose salary is established by this ordinance, Twenty Five Thousand Dollars (\$25,000.00) of life insurance coverage through December 31, 2019. The City will pay one hundred percent (100%) of the costs of such coverage.

SECTION 7. Pay in addition to salaries or overtime pay may be paid to City employees for work which is extraordinary because of an emergency situation or because of the requirement of time in excess of that ordinarily contemplated in the job classification. Said pay must be requested by the Department Head of said employee or employees or the Mayor and approved by the Board of Public Works and Safety.

SECTION 8. This Ordinance shall be in full force and effect from and after its passage and shall be effective as in the salaries provided on and for January 1, 2019.

Introduced by: O. Earl Elliott O. Earl Elliott, Councilperson

Passed in open Council this 11 day of October, 2018.

Curtis DeBaun IV Curtis DeBaun IV, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 12 day of October, 2018.

Michelle L. Edwards Michelle L. Edwards,  
City Clerk

Approved by me, the Mayor, this 12th day of October, 2018.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk